



Production Records – Your Most Important Menu Planning Tool

Have you been in this situation before?

You cook a meal for your summer program. It looks like you're meeting all the meal pattern requirements. The kids love it. Afterward, you see the production record form in your SFSP binder and think, "I'd better fill this out in case I get reviewed!"

But wait!

- How do you know you made enough to serve each child the required portion sizes?
- How did you know how much of each meal component to serve? For example, if you served $\frac{1}{4}$ cup of baby carrots, how did you know how many individual carrots are in $\frac{1}{4}$ cup?



This is where Production Records come in. They are really “Menu Planning and Production Records,” because they are most useful while you are planning your meal, not after you've already served it.

This guide provides resources and examples to help you plan your summer meals and meet reporting requirements.

Summer Food Service Program Production Record	
Date: _____	
Type of Meal: <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Snack <input type="checkbox"/> Dinner	
First Meal Served (Time): _____ Last Meal Served (Time): _____	
Number of Meals Served	
Student	Adult
First Meals	Program Adults
Second Meals	Non-program Adults
Total Meals Planned	
Total Meals Served	
Menu	
Planned Serving Size	
Components	Total Quantity Food Used
Meat/Meat Alternate (2 oz. minimum)	Total Number of Servings
Fruits and Vegetables (1/4 cup minimum, at least 2 different kinds)	
Bread/Cereal (1 oz. dry minimum)	
Fluid Milk (specific types, 8 oz. minimum)	
Other Food (not in meal patterns)	

Why are production records important?

- Provide historical record of meals for reviews
- Useful for menu planning
- Determine shopping and purchasing needs
- Indicate over/under production, leftovers, and student favorites
- Useful in inventory control – create a written record of foods used

Meal planning—most helpful resources:

USDA Food Buying Guide:

Request free CD copy from Team Nutrition or access guide online at
<http://www.fns.usda.gov/tn/Resources/foodbuyingguide.html>

USDA Recipes for Schools:

Order from Team Nutrition or access recipes online at http://teamnutrition.usda.gov/Resources/usda_recipes.html

Note: Always check the Serving notes on USDA recipes to make sure they provide the serving sizes you intended for that menu item. For example, if you need the menu item to include $\frac{1}{2}$ cup of vegetables, make sure that recipe includes $\frac{1}{2}$ cup of vegetables per serving. If not, you can still use the recipe, just add more vegetables.



Lunch Example: Preparing lunch for 50 people

Menu:

- **Meat lasagna**

(Make your own recipe using Food Buying Guide or use USDA Recipe D-25:
http://130.74.124.194/USDA_recipes/school_recipes/D-25.pdf, found through
http://teamnutrition.usda.gov/Resources/usda_recipes.html)

- 2 oz. protein (ground beef)
- ½ cup grain (pasta)
- ¼ cup vegetable (diced tomatoes)

- **Baby carrots** (raw) - ¼ cup vegetable

- **Mixed fruit** - ¼ cup fruit

- **Milk** (1 cup)

Meal pattern requirements:

Meat/meat alternate: 2 oz.

Grains/breads:

1 slice or ½ cup

Vegetables/fruits: ¾ cup total,
at least 2 different kinds

Milk: 1 cup

Menu Planning:

Lasagna

If using the Food Buying Guide to create your own recipe, you will want to know...

Q: How many lasagna noodles do I need to make sure each child gets their ½ cup of grains?

A: Food Buying Guide page 3-27 – Pasta (Group H) Noodles, Lasagna, Dry

Unit used: Pounds. 5th column lists how many units you need for 100 servings.

Food Buying Guide Says...

Page 3-27

3.6 lbs. pasta = 100 ¼-cup servings

CAUTION! Serving size listed as ¼ cup, but you need ½ cup. Be sure to double the quantity.

→ 7.1 (3.6 × 2) lbs. pasta = 100 ½-cup servings.

To get 50 ½-cup servings, multiply quantity by 0.5 (50 ÷ 100 = 0.5)* **Calculate:** 7.1 lbs. × 0.5 = 3.6 lbs.

*This easy math can be used for any quantity you want to make. For example, 125 servings would be 125 ÷ 100 = 1.25)

→ **Use 3.6 lbs. pasta to make 50 ½-cup servings.** Recommendation: Round up to 4 pounds.



Lasagna, cont.

Q: How much ground beef do I need to use to give each child their full 2-ounce serving of protein?

A: Food Buying Guide page 1-16 – Beef, ground, fresh or frozen, no more than 20% fat, includes USDA commodity (like IMPS #136)

Food Buying Guide Says...

Page 1-16

8.5 lbs. ground beef = 100 1-ounce servings

CAUTION! Serving size listed as 1 ounce, but you need 2 ounces. Be sure to double the quantity.

→ 17 lbs. = 100 2-ounce servings

To get 50 2-ounce servings, multiply quantity by 0.5: **17 lbs. \times 0.5 = 8.5 lbs.**

→ **Use 8.5 lbs. ground beef to make 50 2-ounce servings.**

Q: How many diced tomatoes do I need to use for a ¼-cup serving of vegetables?

A: Food Buying Guide page 2-83 – Tomatoes, canned, Diced, Includes USDA Commodity

Find out: What size cans are you using?

Example: You are using #2½ cans (28 oz. each)

Food Buying Guide Says...

Page 2-83

7.5 #2½ cans = 100 ¼-cup servings

To get 50 ¼-cup servings, multiply quantity by 0.5: **7.5 \times 0.5 = 3.75 cans**

→ **Use 3.75 cans to make 50 ¼-cup servings.** *Recommendation: Round up to 4 cans.*

Mixed fruit

Q: How many cans should I open to be able to serve each child a ¼-cup serving of fruit?

A: Food Buying Guide page 2-40 – Fruit, Mixed, canned, may include: apricots, peaches, pears, pineapple, cherries, grapes, etc. Includes USDA Commodity (peaches, pears, grapes)

Be sure to choose which type of mixed fruit applies to what you have.

Find out: What size cans are you using?

Example: You are using #300 cans (15 oz. each)

Food Buying Guide Says...

Page 2-40

15.4 #300 cans = 100 ¼-cup servings

To get 50 ¼-cup servings, multiply quantity by 0.5: **15.4 \times 0.5 = 7.7 cans**

→ **Use 7.7 cans to make 50 ¼-cup servings.** *Recommendation: Round up to 8 cans.*

Use ¼-cup scoop to portion out servings.



Baby Carrots

Q: How many pounds of baby carrots do I need for a ¼-cup serving per child?

A: Food Buying Guide page 2-30 – Carrots, fresh, Baby, Ready-to-use

Food Buying Guide Says...

Page 2-30

7.8 lbs. = 100 ¼-cup servings

To get 50 ¼-cup servings, multiply quantity by 0.5: **$7.8 \times 0.5 = 3.9$ lbs.**

→ Use 3.9 lbs. to make 50 ¼-cup servings. *Recommendation: Round up to 4 lbs.*

CAUTION! Since carrots and other raw vegetables come in larger pieces, you cannot measure them accurately with a serving scoop because there is too much air in between each piece.

You must find out...

Q: How many INDIVIDUAL baby carrots do I need to give out for a ¼-cup serving?

A: Convert your required serving size to ounces and weigh them!

$3.9 \text{ lbs.} \times 16 \text{ oz./lb.} = 62.4 \text{ oz.}$

$62.4 \text{ oz.} \div 50 \text{ servings} = 1.248 \text{ oz. per serving}$

Use your scale to weigh carrots. Keep adding pieces until the scale reads at least 1.248 ounces. That is the minimum number of carrots you must put on each plate!